

# **ADVISORY COMMITTEE BY-LAWS**

- The Advisory Committee shall meet twice annually once in the summer and once in the winter and additionally at the call of the chair.
- The Chair shall select the meeting site.
- A majority of the NCJIS Advisory Committee membership present at each meeting shall constitute a quorum. Members shall not deliberate toward a decision or take action on any matter if a quorum is not present as prescribed in NRS 241.015.
- All attendees of the NCJIS Advisory Committee shall be entitled to the floor of any NCJIS Advisory Committee meeting; however, only Members are eligible to vote upon motions, election of Officers, and other business of the NCJIS Advisory Committee.
- If a member is unable to attend they may opt to send a representative. The representative is not allowed to vote and shall not be counted to determine a quorum.
- Election of officers will be held on even numbered years during the summer meeting. Newly elected officers will assume the responsibilities of their offices immediately (see Officers).
- Term limits are prescribed by NRS 179A.079.
- The NCJIS Advisory Committee will receive business reports and minutes from the NCJIS Northern and Southern Nevada Subcommittees.

## **OFFICERS**

The Officers of the NCJIS Advisory Committee shall be Chair, Vice Chair, Secretary and Treasurer. The Officers shall be elected by a majority vote of the voting membership on even numbered years during the summer meeting. The Secretary and Treasurer are appointed positions and shall be employees of the Department of Public Safety, Records and Technology Division and will not be members of the NCJIS Committee. Officers may succeed themselves for an unlimited number of terms in the same office position.

### **A. Chair:**

The Chair shall be elected for a term of two years and shall be the presiding Chair at all official meetings of the NCJIS Advisory Committee. He/she shall have general supervision over the affairs and administration of the NCJIS Advisory Committee and of the duties performed by other elected officers and appointees. The Chair's vote shall carry in the event of a tie vote.

He/she shall perform such other duties as may be provided by the By-Laws. He/she shall represent the NCJIS Advisory Committee at official functions and have the authority to designate the Vice Chair or an Alternate to act in his/her behalf should the Chair be unable to be present.

**B. Vice Chair:**

The Vice Chair shall be elected for a term of two years and perform the duties of the Chair in the Chair's absence and any other duties requested of him/her by the Chair.

**C. Secretary:**

A Board Secretary shall be appointed by the Nevada Department of Public Safety, Records and Technology Division. It will be the duty of the Secretary to enter in the proper books all resolutions, minutes and proceedings of the NCJIS Advisory Committee. He/she shall conduct correspondence relating to the NCJIS Advisory Committee.

**D. Treasurer:**

A Board Treasurer shall be appointed by the Nevada Department of Public Safety, Records and Technology Division. It will be the duty of the Treasurer to coordinate all travel arrangements including payment.

**E. Death or Resignation of Officers:**

In the event of death or resignation of any officer of the NCJIS Advisory Committee, the position will be filled in the manner prescribed by NRS 179A.

## **MEMBERSHIP**

1. There shall be one (1) class of membership: Any person who has been convicted of a felony or a crime involving moral turpitude may be ineligible for any class of membership in the NCJIS Advisory Policy Committee.

**A. Member**

Membership is prescribed by NRS 179A.079.

## **OBJECTIVES AND PURPOSES**

The objectives of the NCJIS Advisory Committee shall be to:

1. serve the cause of truth - with integrity, objectively and fairly;
2. encourage and support research, education and training intended to enhance the criminal justice community's ability and capability;

3. provide a forum for the presentation and exchange of information relative to the criminal justice community; to include, but not limited to, any audit reports of NCJIS from the Federal Bureau of Investigations, Legislative Counsel Bureau etc.
4. to endeavor to educate others relative to criminal justice community through provision of speakers.
5. recommend policies and procedures that apply the best management practices to the activities at the Central Repository.
6. advise on technological support for the Central Repository; and
7. advise on the integrated information sharing of criminal justice information.

### **[PRIOR] NCJIS [HISTORY AND] STRUCTURE**

#### **[Structure:]**

The statewide criminal history repository was created by the 1984 legislative session. During the beginning stages of the repository several committees were formed to develop, implement, train and maintain the system. The committees were as follows:

The NCJIS Advisory Policy Board (APB) was established to recommend and approve policies and procedures regarding the repository for the user agencies. The committee consists of 15 representatives from the criminal justice community. These representatives are from: Department of Public Safety, Judges Association, Administrative Office of the Court, Department of Corrections, District Attorney Association and from Northern/Southern Law Enforcement Agencies.

The NCJIS APB approved the formation of both the Northern and Southern NCJIS Subcommittees to solicit input from all criminal justice agencies regarding current and future state systems. These committees meet quarterly to collect and forward information, make system improvement recommendations and to bring forth policy and procedure concerns to the APB. The meetings are used to relay information to the users and at times to provide training to the user agencies. The chair of the committees acts as a liaison between the subcommittee members, the Steering Committee and the APB.

The NCJIS Steering Committee was created as a small working group from the larger subcommittees. The design team members are selected to include members from geographical areas, size of agency and type of agency. In addition, they were selected for their expertise and knowledge gained as being Terminal Agency Coordinators (TACs), Assistant Terminal Agency Coordinators (ATACs) or supervisor/administrators actively involved with criminal justice records. The NCJIS Northern and Southern Subcommittees are each allowed three voting members and three alternate members. One of the voting positions from each location is held by the chairman of the subcommittee. The APB structured the Steering Committee so that the larger agencies would not overrule and dictate policies and procedures to the smaller agencies that were

impractical or unfunded. The APB designated the design team as a “standing committee” which is tasked with continuous work on projects as technology changes, systems are revised and user requirements change.

[History:]

[Prior to the creation of the statewide criminal history repository in 1984 each department in the criminal justice community maintained their own records system. Frequently information was obtained by picking up the telephone and calling an agency to have someone search their system. This obviously was a laborious, time consuming method. The 1984 legislative body recognized the need to establish a central repository for information to be used by all criminal justice agencies.

Today there are over 136 criminal justice agencies within the State of Nevada who still maintain their own record systems and send duplicate information to the repository. This makes for an inefficient use of personnel resources. This also creates untimely and often incomplete records missing valuable information such as dispositions, modifications, added or dropped charges, etc.

The state switch at the repository connects local law enforcement agencies, courts, district attorney offices and other public safety related agencies through dedicated terminals, computer to computer interfaces and hosts to local area network connections. Today there are over 6,000 devices connected to the state switch compared to 350 devices in 1987. Annual transactions (inquiries and entries) in 1987 were over 2 million and are currently over 300 million.

The NCJIS system advances are due primarily to technological advancements in the information processing industry. The NCJIS system is created by the exchange of information through on-line interfaces, electronic transfers or manual submissions from primary contributors. It is anticipated with the increased need for information that more agencies and departments will become regular contributors. As more contributors upgrade to electronic record keeping systems, the use of interfaces with local systems will allow for one time entry, modification and updates to local systems. This information will be passed on electronically to the repository. This information will be more comprehensive, accurate and timely.

In 1999 legislative session, a bill was past to amend NRS 179A to include language affixing the submission responsibility to the agency that creates the record. Some examples of responsibilities are:

Law Enforcement = Arrests, Citations

Courts = Dispositions, Temporary Order of Protection, Warrants

Prosecutors = Modified, amended, added or dropped arrest charges

Prisons = Custody information including location and release dates

Parole & Probation = Custodial supervision information, tier levels for sex offenders]

NCJIS is broken into three major categories:

Criminal process: includes the arrest, booking, charging, court appearance, sentencing, corrections, Parole/probation information, post conviction relief, records challenges/seals, contact request notification, convicted person registration, fingerprint identification, FBI Interstate Identification Index, and National Fingerprint File registration.

Civil process: processes data that is non-criminal in nature, but is related to criminal justice, including: concealed weapon permits, protection orders, missing persons, work permits and civil applicants and other actions as authorized by NRS.

Administrative process: functions that disseminate the information captured in either the criminal process or the civil process, provide system and file maintenance, handles the electronic transfer of data, data conversions, and provides system statistics and reports. Functions include: reports, on-line inquiry, conversion, linking of wants/warrants, electronic interface, records maintenance, and returned fingerprint card tracking.